

OPI MOVING AND RELOCATION ALLOWANCE AGREEMENT

You are eligible for a moving and relocation allowance from the state for your move to Helena to accept employment with the Office of Public Instruction (OPI). This offer has the following conditions:

1. You will be required to obtain three bids prior to a move being approved. Bids must be faxed to Purchasing Agent, OPI Purchasing, 406-444-1369 to receive approval.
2. If you terminate your employment with the OPI for any reason within a year of the date of employment, you will be required to repay a portion of the relocation reimbursement equal to the number of whole months remaining in the initial year divided by twelve. For example, a person who terminates after three months would be required to repay 9/12ths of the moving allowance.
3. The moving and relocation allowance is limited to the amount of \$_____.

Costs paid under this agreement are limited to either charges by a commercial moving company to pack, transport and/or unload household and personal belongings that belong to you and your immediate family or charges for commercial van/truck rental and associated costs. Original invoices/receipts must be submitted to supervisor for payment/reimbursement.

Please return this signed form to your hiring supervisor or the OPI Personnel Office, P.O. Box 202501, Helena, MT 59620-2501.

By signing below you are acknowledging that you have read, understood and consent to the above conditions. If you have questions, please contact the OPI Personnel Office, 406-444-2673 or your hiring supervisor.

Signed:

Employee

Date

Accepted and approved:

Hiring Supervisor

Date

Deputy Superintendent

Date